

FOR YOUR INFORMATION...



City of Taylorsville
Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville
Information Form

P-13

SIGN PERMITS

Applying for a Sign Permit

*Any individual or business who wishes to place a sign on or off their premises in the City of Taylorsville must first obtain a **sign permit** from the Taylorsville Community Development Department. The purpose of a sign permit is to insure compliance with all city codes including safety, setback and height requirements.*

Step by Step Process for Obtaining a Sign Permit:

- ☐ Meet with Taylorsville planning staff to insure compliance with all applicable zoning codes.
- ☐ Turn in all applicable submittals and application fees to the Taylorsville Community Development Department (see below for comprehensive list of all required submittals).
- ☐ If the proposed sign requires *conditional use* approval as determined by City Code, the applicant will need to meet all applicable requirements associated with the conditional use process and receive approval from the Taylorsville Planning Commission. For more information regarding conditional uses and the conditional use process, please see ***Taylorsville Information Form P-5 Applying for a Conditional Use Permit***. Please note that conditional use permit applications must be submitted at least fourteen days prior to the Planning Commission public hearing (the Planning Commission meets on the second Tuesday of every month).
- ☐ The Taylorsville City Planning and Building Departments will review the application and plans to insure compliance with all applicable codes.
- ☐ Once the applications are approved by both the planning and building departments a building permit will be issued by the City. One copy of the approved plans will be returned to the applicant (with all applicable approval stamps and signatures) with the building permit and the City will keep one copy for our files.
- ☐ Once the building permit has been issued the sign can be constructed according to plans.

Required Submittals:

- ☐ **Sign permit and building permit applications completed and signed.** Complete and sign a sign permit for all proposed signs and building permit application for each proposed sign. Both application forms are available from the Taylorsville Community Development Department.
- ☐ **Applicable permit fees.** Please note fee schedule below.
- ☐ **Sign elevations (2 copies).** Include an accurately drawn scaled sign elevation showing all dimensions and heights. For all wall signs, window signs, awning signs, and roof signs please include a building elevation showing all proposed signs as well as any existing signs.
- ☐ **Engineering plan (2 copies).** For all pole signs, monument signs, wall signs, awning signs, and roof signs please include detailed engineering plans indicating the method of construction and/or installation. All engineering plans must meet applicable building codes and include a signed engineers stamp unless specifically waived by the Taylorsville Building Official.
- ☐ **Site plan (2 copies) for pole signs and monument signs only.** For all pole and monument signs please submit a site plan drawn to scale that includes all existing or proposed buildings, parking areas, landscaped areas, property lines, dimensions, and driveways. Show where all proposed and existing signs are located and include setbacks from property lines.
- ☐ **Comprehensive sign plan.** All applications for sign permits must include a comprehensive sign plan showing all existing, proposed and future signs on the property.

(over)

Application Fees:

There are two required permit fees – the *sign permit fee* and the *building permit fee*.

Sign Permit Fee: The sign permit fee for all signs is \$35.

Building Permit Fee: Building permit fees are based on the valuation of the proposed sign. Please refer to the table below for the applicable building permit fee.

Sign Valuation (\$)	Permit Fee	Sign Valuation (\$)	Permit Fee	Sign Valuation (\$)	Permit Fee
1-500	\$23.50	1,401-1,500	\$54.00	6001-7,000	\$139.25
501-600	\$26.55	1,501-1,600	\$57.05	7,001-8,000	\$153.25
601-700	\$29.60	1,601-1,700	\$60.10	8,001-9,000	\$167.25
701-800	\$32.65	1,701-1,800	\$63.15	9,001-10,000	\$181.25
801-900	\$35.70	1,801-1,900	\$66.20	10,001-11,000	\$195.25
901-1,000	\$38.75	1,901-2,000	\$69.25	11,001-12,000	\$209.25
1,001-1,100	\$41.80	2,001-3,000	\$83.25	12,001-13,000	\$223.25
1,101-1,200	\$44.85	3,001-4,000	\$97.25	13,000-14,000	\$237.25
				14,000 ⁺	
1,201-1,300	\$47.90	4,001-5,000	\$111.25		\$251.25
1,301-1,400	\$50.95	5,001-6,000	\$125.25		

Sign Permit Exceptions:

The following signs do not require a building or sign permit:

- ☐ Property signs (no trespassing, for sale or lease, address, etc.)
- ☐ Political signs
- ☐ Nameplate signs
- ☐ On-premises advertising signs that are attached to windows or walls and are clearly of a temporary nature, which promote specific sales.
- ☐ Signs that are associated with school or church events and functions, which are clearly of a temporary nature.
- ☐ Signs that provide direction to the public, such as to property for sale or to yard sales, may be displayed outdoors for a maximum 30 days during a year.

Prohibited Signs:

Any sign not specifically allowed by Taylorsville City Code is prohibited. The following signs are explicitly prohibited by the City of Taylorsville zoning ordinance (for more information please contact the City of Taylorsville Planning Department):

- ☐ A-frame signs
- ☐ Snipe signs
- ☐ Pedestal signs
- ☐ Billboard signs
- ☐ Signs on publicly owned land except as required and erected by authorized public agencies.
- ☐ Any sign that is erected at the intersection of any streets or driveways that obstructs free and clear vision.
- ☐ Any sign that could be confused with any authorized traffic sign, signal device, or make use of any words to interfere with, mislead or confuse vehicle operators.
- ☐ Temporary signs except as specifically allowed by the City of Taylorsville zoning ordinance.
- ☐ Illuminated signs that permit the light to penetrate beyond the property in such manner as to annoy or interfere with the use of nearby properties.

Temporary Signs:

Temporary signs include any sign, banner, pennant, valance or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames, intended to be displayed out of doors for a maximum of 30 days a year. For more information on temporary signs please see ***Taylorsville Information Form P-14 Temporary Signs***.

Allowable Sign Areas, Heights and Setbacks:

For more information on maximum allowable sign area, setbacks, and height, please refer to City of Taylorsville zoning ordinance section 13.48.190 signs allowed, by zone. A copy of the ordinance is available from the City of Taylorsville Planning and Zoning Department. The ordinance is also available on the city's web site at **www.ci.taylorsville.ut.us**.

Expirations:

Sign permits are valid for six months from the date of issuance. Any sign that is not installed within six months will require a new sign permit and a new building permit. Permit fees for expired sign permits are not refundable.